

CITY OF CLEWISTON
121 CENTRAL AVENUE
CLEWISTON, FLORIDA 33440

TELEPHONE
863-983-1500

FACSIMILE
863-983-1430

All Landlords/Rental Agents

Due to the increased volume of rental inspections that this department is receiving, we have developed the attached request form and set forth the following rules:

1. Request **MUST** come from the owner/agent of property. Tenant requests will not be responded to;
2. Request **MUST** be in writing (see reverse side for form);
3. A current Local Business Tax Receipt **MUST** be on file for any owner having 3 or more rental units located within the city limits;
4. Due to scheduling, all requests should be made a minimum of one (1) day prior to inspection;
5. It is the responsibility of the owner/agent to leave the property open or arrangements made to have someone meet the inspector. We cannot pickup/drop off keys to properties;
6. If the inspection passes, we will notify the Utility Department that they can issue a work order to turn power on;
7. If the inspection fails, it will be the responsibility of the owner/agent to make the corrections and contact this office for a re-inspection of the property.

We will make every effort to get to your inspection in a timely manner.

Please contact us if you have any questions or concerns about this policy.

Sincerely,

Building, Zoning & Code Enforcement

INSPECTION REQUEST

Today's Date: _____

Business Tax Receipt #: _____

Tell us the type of inspection you require:

☐ Rental Inspection – change of tenant

☐ Reinspection

☐ Other – Please explain: _____

Address of rental property: _____

Property Owner: _____

Contact number: _____

Date and time requested: _____
(for inspection)